



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

JAMES B. HUNT JR.  
GOVERNOR

P.O. BOX 25201, RALEIGH, N.C. 27611-5201

GARLAND B. GARRETT JR.  
SECRETARY

January 13, 1998

MEMORANDUM TO: Location & Survey Personnel and Contracted L&S Consultants

FROM:

*D.E.B.A.*  
D.E. Burwell, Jr., PE  
State Location and Surveys Engineer  
Location and Surveys Unit

SUBJECT:

Property Contact Database and Procedures

The Location and Surveys Unit has developed a new Property Owner Contact Database Program version 1.00 to aide in the documentation of property owner contacts and deed research. The program utilizes Microsoft Access and Microsoft Word version 7.00. The purpose of the PropCon.mdb Database Program is to automate the property owner contact procedures and to ensure consistency among location and surveys field offices and contracted consultants. This program will eliminate the redundancy in re-typing property owners names several times to satisfy all of a project's requirements. The following files will need to be downloaded from the public server at **CC4\public\public\L&S\support\PropCon** or through the FTP site at **ftp.doh.dot.state.nc.us/public/L%26S/Support/PropCon/**:

B2850.mdb	Example database
icon.exe	file containing PropCon icon
Master.mdb	the master database
PropCon.mdb	the propcon database
PropCon (B,P,R, and S).doc	property owner contact form letters the database uses
Property Owners.doc	form labels the database uses
PROPINFO.doc	information sheet the database uses

A printout of a Readme.doc file is included with this memo as an attachment. This printout contains instructions on how to load and use this database program. From this point forward, this program should be used on all TIP projects to generate all reports, letters, etc. pertaining to property and property owner contacts procedures. All reports will need to be printed out as usual and transmitted for each project. In addition to the hard copy reports, the electronic database file will also need to be transmitted on each project. The naming convention to be used for all property owner contact databases is **TIP #.mdb**.

I trust these new procedures will decrease the time required to complete this phase of Location and Surveys work on each project and will enhance the quality of our products to our customers.

DEB:jdb

cc: R. Len Hill, PE - Highway Design Engineer  
Carl Goode - Citizens Participation Unit

attachment

## **PropCon.mdb DATABASE version 1.00**

The purpose of the PropCon.mdb Database Program is to automate the property owner contact procedures and to ensure consistency among location and surveys field offices and contracted consultants.

PropCon.mdb will allow you to input all associated property owner contact and deed information and generate several different reports and form letters. PropCon.mdb will print property owner contact form letters for preliminary surveys, bridge projects, normal field surveys, and right of way staking projects. It will also print address labels on standard Avery labels, property information sheets and export an ASCII file of property owners names and deed book pages to be imported into Microstation so that property owners names can be moved and placed on the desired property.

PropCon.mdb will also generate several reports including a deed book index report, a plat book index report, a property owner contact report, and the data for appraisal report. All comments and recommendations for enhancing and further automating this process are welcome from everyone. Please send your comments to jburton@doh.dot.state.nc.us. You will need to have Microsoft Access and Word 1995 in order to utilize PropCon.mdb.

The files transmitted are listed below :

B2850.mdb - example database

icon.exe - file containing propcon icon

Master.mdb - the master database

PropCon.mdb - the PROPCON database program

PROPCON (B,P,R AND S).doc - form letters the database uses

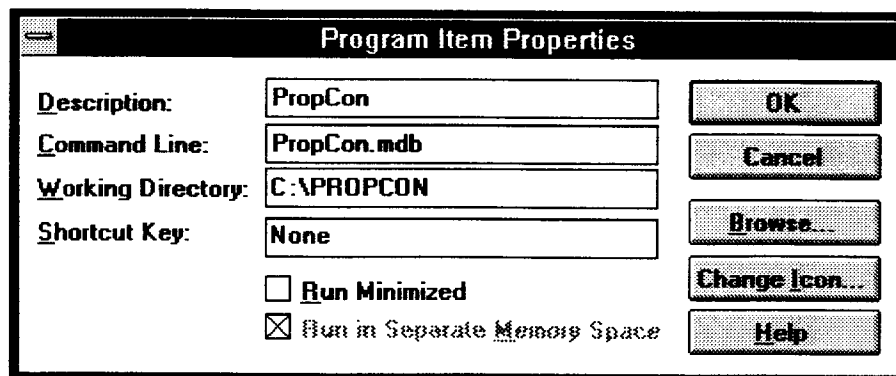
Property Owners.doc - form labels the database uses

PROPINFO.doc - information sheet form the database uses

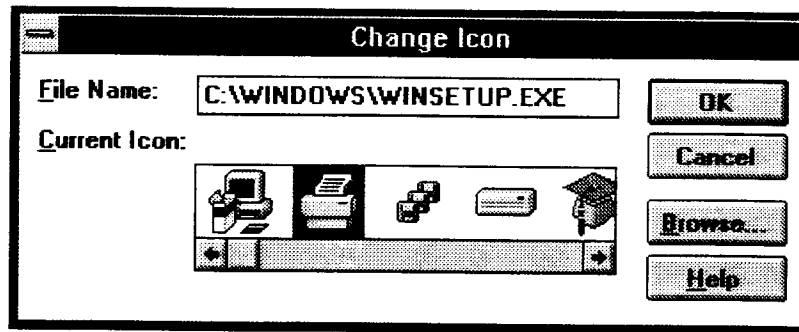
and this README.doc which is instructions on how to set up and use the PROPCON Database Program.

The first step is to create a directory in the **C:** drive called **PROPCON**, All of the files listed above should be put in that directory.

Next, an icon should be created in the Program Manager by going to **FILE** and then **NEW**, the icon being set up should be a program item with the properties as shown below :

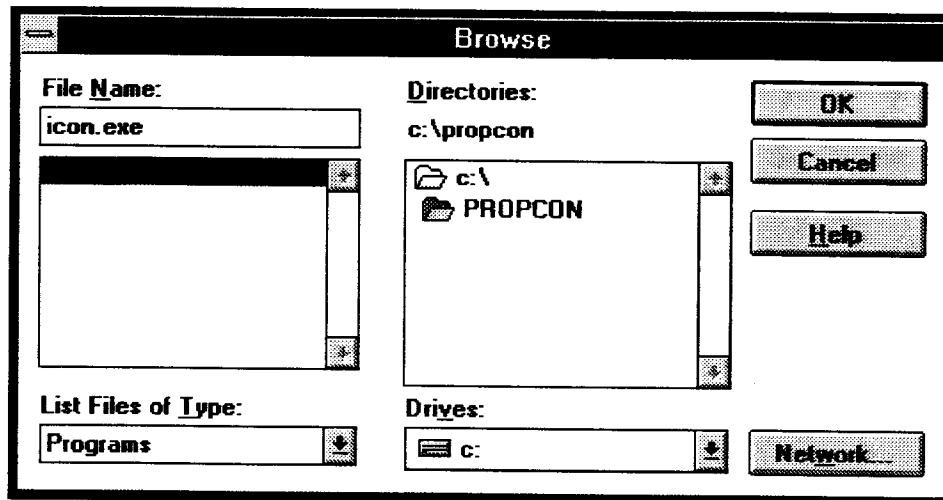


The PROPCON icon should be associated with the program and can be found by going to the **Change Icon** button.

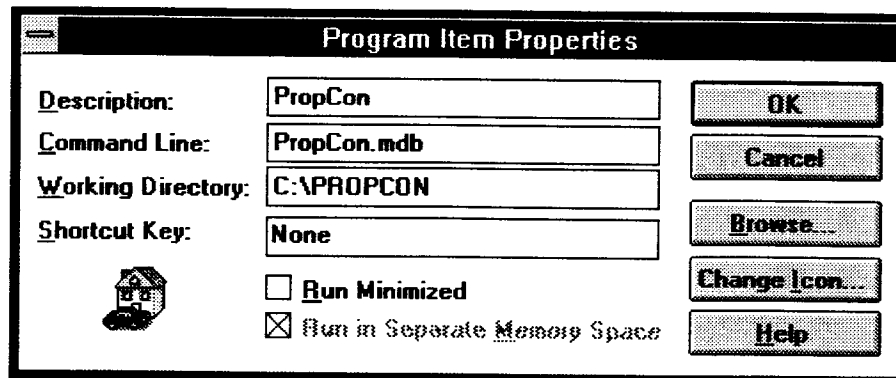


From here you will **Browse** to the C: drive and then the PROPCON directory.

Select the icon.exe file, and from that file use the PROPCON icon.

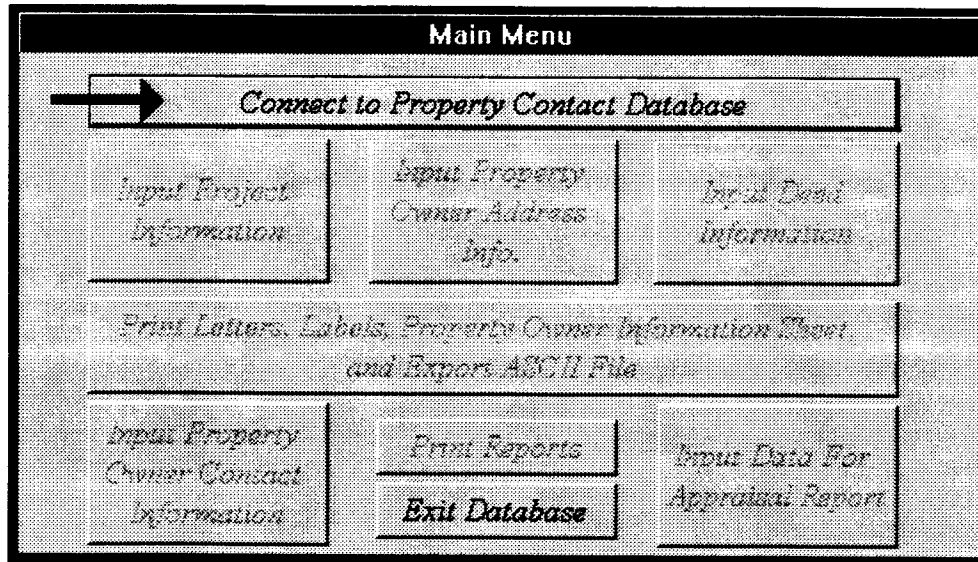


Your Program Item Properties menu should now look like this.



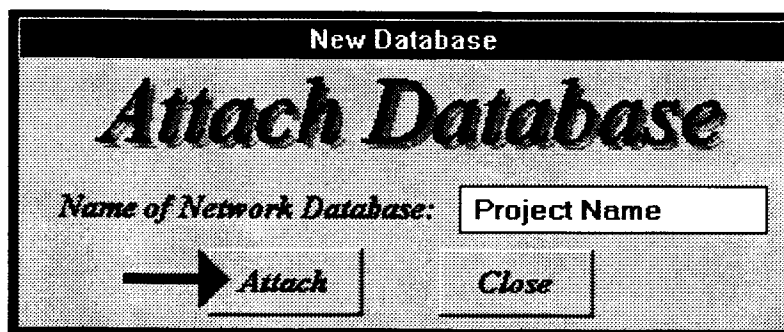
After you **OK** this menu, it will now be possible to double click on the icon in the program manager and start the PropCon Program.

When the program starts, it will open Microsoft Access and bring up the Main Menu for PropCon, from which, a connection to an existing database can be made and information added or a new database can be created (Note : The Main Menu will not be active until a connection to an existing database or creating a new database has been made).

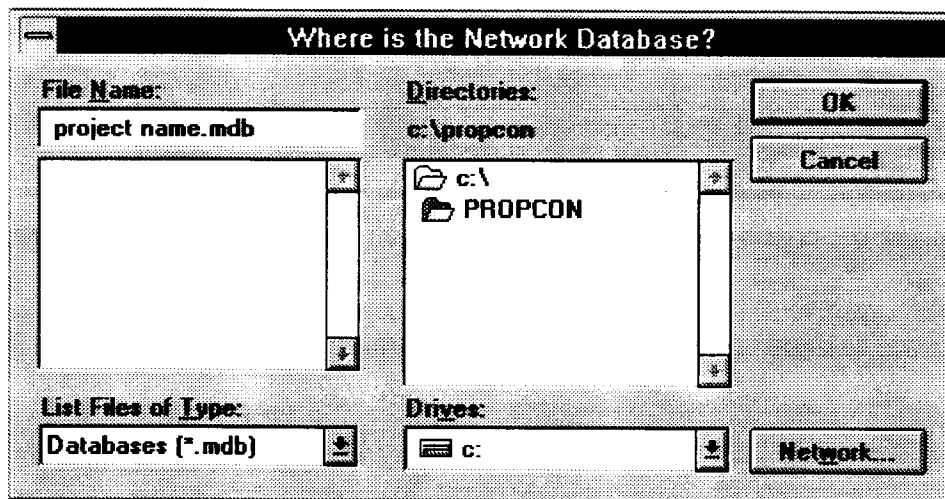


The Main Menu screen features a black header bar with the text "Main Menu" in white. Below the header, a large button labeled "Connect to Property Contact Database" is highlighted with a white arrow pointing to it from the left. The menu is organized into several sections: a top row with three buttons labeled "Input Project Information", "Input Property Owner Address Info.", and "Input Deed Information"; a middle section with a single button labeled "Print Letters, Labels, Property Owner Information Sheet and Export ASCII File"; and a bottom row with three buttons labeled "Input Property Owner Contact Information", "Print Reports" (with "Exit Database" below it), and "Input Data For Appraisal Report".

To work with an existing database or create a new database, select the **Connect to Property Contact Database** button from the Main Menu and type in the existing database name or type in the new name and pick the **Attach** button.

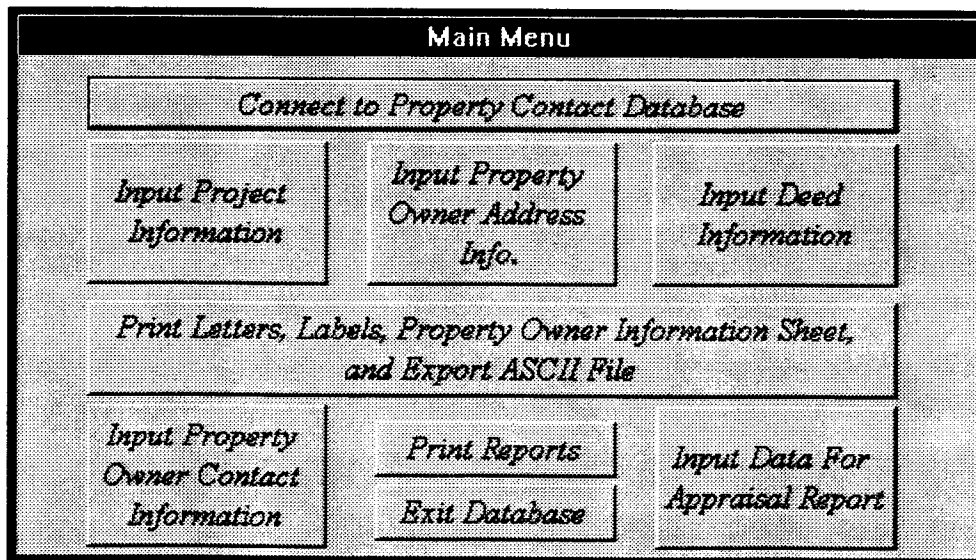


The New Database screen has a black header bar with the text "New Database" in white. Below the header, the text "Attach Database" is displayed in a large, stylized font. Underneath, the label "Name of Network Database:" is followed by a text input field containing the text "Project Name". At the bottom, there are two buttons: "Attach", which is highlighted with a white arrow pointing to it from the left, and "Close".



Navigate to the desired database or create a new one. (Note : All databases created and existing should be stored in the C:\PROPCON directory)

After selecting or creating a new database, this will activate the PropCon.mdb Main Menu. From this menu, you will be able to input the desired data into the database.



As an example, a database for a B-2850 project has been supplied so fields of information can be observed to better explain this program.

Once the database has either been selected or created the Main Menu becomes active and information for the project can be inputted.

The **Input Project Information** button should always be the first button selected when beginning a new database. The information entered in these fields will remain the same for this project regardless of the property owner.

*Please Note : In all menus, when there is a small square with a black arrow pointing down, this indicates a pull down menu with popular options, though, any data can be entered manually. Also at the bottom of the menus there is a set of drive buttons to move forward or backward in the database one report at a time or to the beginning or end of the database, To add a report the arrow on the right with an asterisk will provide a blank report to enter data (these buttons do not work on the project information page).*

Project Information	
<b>PROJECT INFORMATION</b>	
<b>Project #</b>	B 202170
<b>TIP #</b>	B-2580
<b>LS #</b>	1292C
<b>County</b>	Iredell
<b>Route</b>	SR 2342
<b>Project Description</b> Bridge #27 over Unnamed Creek and approaches on SR 2342.	
<b>Close Form</b>	
<b>NCDOT or Firm Name</b>	NCDOT
<b>Property Contact Coord</b>	J. Dale Burton
<b>Title</b>	PEF Coordinator
<b>Prop. Contact Coord. Phone</b>	(919) 250-4112
<b>Area Engineer</b>	Sidney H. Autry, PE, RL
<b>Area Engr Phone #</b>	(919) 761-2040
<b>LOC Engineer</b>	E. Crutchfield, RLS
<b>LOC Engineer Phone #</b>	(910) 667-9186
<b>Assistant LOC Engineer</b>	Mike Gannell
<b>Asst LOC Engr Phone #</b>	(910) 667-9186
<b>PEF Coord.</b>	J.D. Burton
<b>PEF Coord. Phone#</b>	(919) 250-4112
Record: 1 of 1	

Enter data in all fields for the project being aware that the Property Contact Coord is the person that will have their name at the bottom of the Property Owner Contact letters. There should be only one record for this form.

When all data has been entered, Choose **Close Form** which will return you to the Main Menu.

From this point you can enter Property Owner Address Information by clicking the **Input Property Owner Address Information** button on the **Main Menu**.

The following is an example of the Property Owner Address Information menu.

The screenshot shows a software window titled "Property Owner Address Information". Inside, the title "PROPERTY OWNER ADDRESS INFORMATION" is displayed in large, bold, all-caps letters. Below the title is a form with various input fields. The fields are arranged in a vertical stack. The first four fields are dropdown menus: "Project #", "TIP #", "Property ID #", and "Courtesy Title". The next three fields are text boxes: "Owner Last Name/ Business", "Owner First Name", and "Co-Owner". This is followed by another dropdown menu for "Co-Owner Courtesy Title". The final six fields are text boxes: "Address", "City/Town", "State", "Zip Code", "Home Phone", and "Business Phone". A "Close Form" button is located to the right of the first four dropdown menus. At the bottom of the window, there is a status bar that reads "Record: 14 | 1 | of 13".

Field	Value
Project #	8.2821707
TIP #	B-2580
Property ID #	4742915367
Courtesy Title	Mr.
Owner Last Name/ Business	Hoover
Owner First Name	C.E.
Co-Owner	
Co-Owner Courtesy Title	
Address	3008 Amity Hill Road
City/Town	Statesville
State	NC
Zip Code	28677
Home Phone	(704) 872-2177
Business Phone	

The Property ID # in most cases can be the Tax ID Number or the Tax Map number, whichever you desire.

Click **Close Form** when finished entering data records.

From this point you can enter in the Deed Information by clicking the **Input Deed Information** button on the **Main Menu**.

The following is an example of the Deed Information Form.

Property Owner Information

## DEED INFORMATION

PROPERTY OWNER		DEED RECORDS	
Property ID #	4752112195	Current Deed Book	772
Last Name/ Business	Bass	Page	622
First Name	Thomas	Grantor	C.E. Hoover
Alternate Name		Deed Date	7/3/77
		Deed Copied	<input checked="" type="checkbox"/>
		2nd Back Deed Book	
		Page	
		Grantor	
		Deed Date	
		Deed Copied	<input type="checkbox"/>
TAX MAP INFO		1st Back Deed Book	702
County(s)	Iredell	Page	124
Township(s)	Barringer	Grantor	O.E. Hoover
Tax Map	4752	Deed Date	4/8/48
Block(s)	11	Deed Copied	<input checked="" type="checkbox"/>
Parcel(s)	2195	Plat Map	124
		Page	45
		Plat Date	4/8/48
		Plat Copied	<input checked="" type="checkbox"/>
MIDDLE LAND JOB INFORMATION			
Hearing Required (Bridge Jobs)		<input type="checkbox"/>	
High Water Mark Elevation (Bridge Jobs)		0	
Deed Book Index Page Number		3	
Plat Book Index Page Number		5	
		Close Form	

Record: 14 | 1 | 11 | 13 of 13

Click **Close Form** when finished entering data records.

From this point you can enter in the Property Owner Contact Information by clicking the **Input Property Owner Contact Information** button on the **Main Menu**.

The following is an example of the Property Owner Contact Information Form.



**Contact Information**

**CONTACT INFORMATION**

Property ID # 4742915367

Owner Last Name/Business Hoover

Owner First Name C.E.

Contacted ☒

How Contacted Phone/Letter/Person

Whom Contacted C.E. Hoover

Relationship Self

Contacted By J. Dale Burton

Contact Date 3/10/97

Comments Happy to see bridge built.  
Will donate land.

Close Form

Record: 1 of 13

Click **Close Form** when finished entering data records.

After sufficient information has been inputted into the database, outputs in the form of printouts, labels, files and reports can be made.

When the **Print Letters, Labels, Property Owner Information Sheet and Export ASCII File** button is pressed a Print Forms menu appears.

**Print Forms**

Print Prop. Owner Contact Letters for Preliminary Surveys (PropConP.doc)

Print Prop. Owner Contact Letters for Bridge Projects (PropConB.doc)

Print Prop. Owner Contact Letters for Field Surveys (PropConS.doc)

Print Prop. Owner Contact Letters for R/W Staking (PropConR.doc)

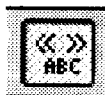
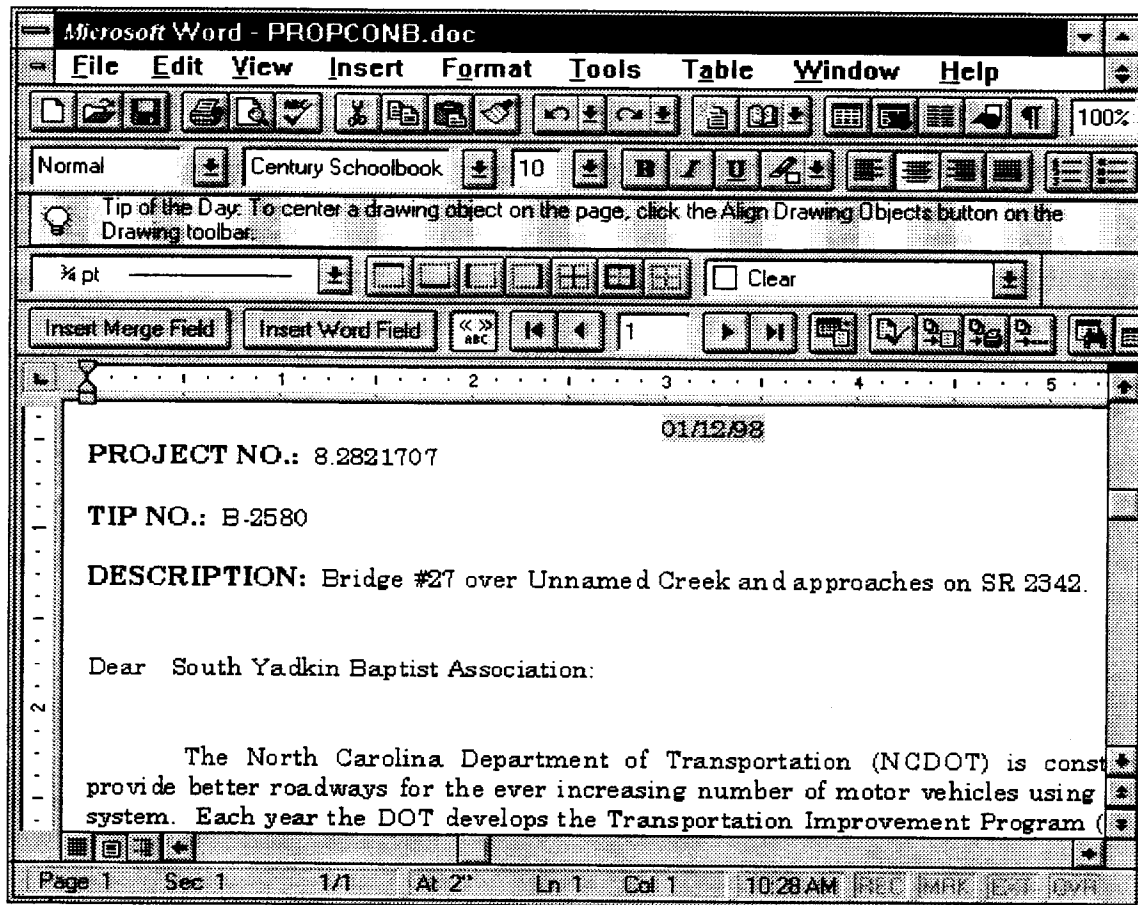
Close Form

Print Property Information Sheets

Print Address Labels

Export Names and DB/PG to ASCII File

From the **Print Forms** menu the appropriate letters can be generated and printed out on D.O.T. letterhead (you must use standard NCDOT letterhead paper in the printer). Once one of the four available letter buttons are selected, this will launch Microsoft Word.

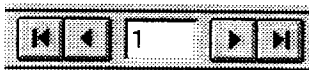


You will need to select the Merge button , to merge database information to the form letters.



Then select the Merge to Printer button . This will print all records to the appropriate form letter.

These records are only printed and NOT stored on your hard drive. If you need to print only one letter or



just a few letters, use your scroll buttons to scroll to the desired record and



click the print button . This will only print the current record.

When finished printing Property Owner Contact letters, Close Microsoft Word.

**DO NOT SAVE CHANGES** when asked before exiting Microsoft Word. This can be saved as a Word Document. However, this will only clutter your computer hard drive with unwanted Word document files. The records can be easily updated in the database and re-printed utilizing the database program.

From the Print Forms menu Property Information Sheets can be generated and printed out by clicking on ***Print Property Information Sheets*** button. This will launch Microsoft Word. After the ***merge*** button and the ***merge to printer*** button are selected, information sheets can be printed.

Microsoft Word - PROPINFO.doc

File Edit View Insert Format Tools Table Window Help

Normal Century Schoolbook 10

Tip of the Day: To get Help about an item in the Word window, click the Help button, and then click the item.

3/4 pt

Insert Merge Field Insert Word Field

1

LOCATION & SURVEYS UNIT  
PROPERTY INFORMATION SHEET

PROJECT #: 8.2821707  
TIP #: B-2580  
PROJECT DESCRIPTION: Bridge #27 over Unnamed Creek and approaches  
PROPERTY OWNERS NAME: Thomas Bass  
ADDRESS: 226 Winding Shore Rd.  
CITY/TOWN: Troutman  
STATE: NC ZIP: 28166

Page 1 Sec 1 1/1 At 1.8" Ln 5 Col 22 3:05 PM REC MKK EXT DWR

These records are only printed and NOT stored on your hard drive.

When finished printing Property Owner Information Sheets, Close Microsoft Word.

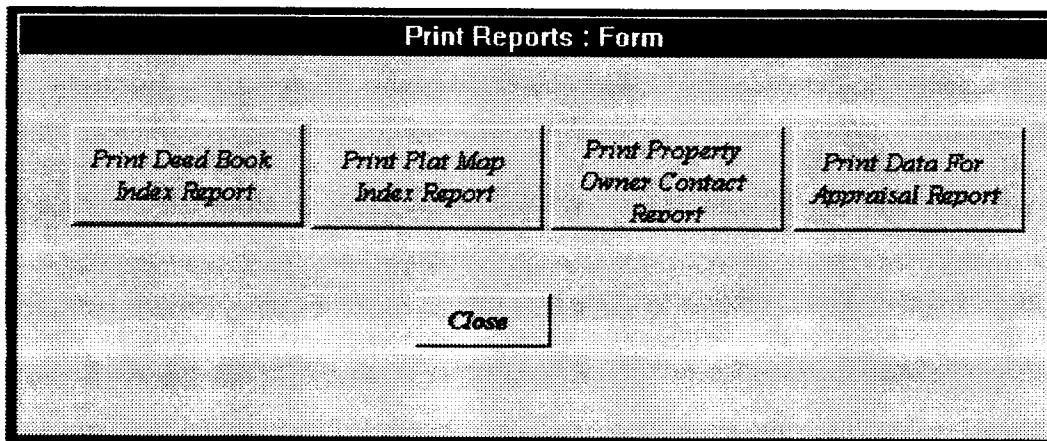
To print Address Labels click on the ***Print Address Labels*** button on the ***Print Forms Menu***. This will launch Microsoft Word. After the ***merge*** button and the ***merge to printer*** button are selected, Address Labels can be printed on Standard Avery labels at a size of 1" x 2-5/8" .

When finished printing Address Labels, Close Microsoft Word.

In the past, property owner names and deed book and page numbers had to be typed into the microstation .prl or .brl files from information received from the field. Now in this **Print Forms** menu you can select **Export ASCII File** which will create a text file that can be imported into microstation eliminating extra typing.

Another way to accomplish this is to go into Microsoft Word and in the tools menu select **Mail Merge** and as the first step choose **Create** and then **Mailing Labels** and then **Active Window**. Step two, **Get Data** and then **Open Data Source** and then navigate and select the database for the project you want. Next select the **Tables** tab and double click on **Property Owner Information**. Now choose **Set Up Main Document** and then scroll down in the **Product Number** section of the label options menu to **Index Maker 8 - Tabs** and select, insert the merge Fields in the following order : **First Name** <space bar> **Last Name** <Return> then type "DB" <space bar> **Deed Book 1** <space bar> <space bar> type "PG" <space bar> **Page DB 1**. Then view the results. Save as a word file (ex. R-2000DeedRef.doc). Delete all empty cells (i.e. any cells not containing names or deed references) then save as a Text Only (.txt) File. This file can now be imported into microstation as a text file. Remember to maintain the correct Symbology and import with graphic group lock off.

Reports can also be printed from the Main Menu of PropCon, by selecting the **Print Reports** button which then brings up the **Print Reports : Form** menu.



Print Reports : Form			
Print Deed Book Index Report	Print Plat Map Index Report	Print Property Owner Contact Report	Print Data For Appraisal Report
Close			

After reports are printed Click **Close Form** which will return you to the Main Menu.

Appraisal Data can be entered at any time by selecting the **Input Data For Appraisal Report** button on the **Main Menu**.

The following is an example of the Data For Appraisal Form.

**Data for Appraisal Form**

<b>Project #</b>	8.2821707	<b>System of Measurement</b>	English
<b>TIP #</b>	B-2580		
<b>County</b>	Iredell		
<b>Route</b>	SR 2342	<b>Close Form</b>	

**Data for Appraisal**

Alignment	Begin Station	Last Name/Busi	First Name	Address
Y2	5+00	South Yarkin Bapi		941 Thomas Street
Y4	5+00	Bass	Thomas	226 Winding Shore Rd.
Y3	5+55	Bost	Rebecca	2407 Simonton Road
Y2	5+00	Harris, Jr.	Paul R.	619 Holland Drive
L	5+00	Hepler	Timothy W.	3137 Amity Hill Road
Y1	5+00	Hepler	Timothy W.	125 Old Weaver Farm Lane

Record: 1 of 13

Record: 1 of 1

In the Data For Appraisal Form always remember to **set the System of Measurement first.**

**NOTE :** You only need to enter areas left (Lt.) and (Rt.) of the centerline. The total will be filled in automatically.

When all data has been entered, you can **close** the form, return to the **Main Menu** and either print out the Data For Appraisal Report as described above or you can Exit the Database and all database information will automatically be saved.